

Item No. 14a**TOWN OF LAUDERDALE-BY-THE-SEA****AGENDA ITEM REQUEST FORM****Public Information Office**

Department Submitting Request

Steve d'Oliviera

Dept Head's Signature

Commission Meeting Dates	Last date to turn in to Town Clerk's Office	Commission Meeting Dates	Last date to turn in to Town Clerk's Office	Commission Meeting Dates	Last date to turn in to Town Clerk's Office
<input type="checkbox"/> May 25, 2010	May 14 (5:00 p.m.)	<input type="checkbox"/> July 27, 2010	July 16 (5:00 p.m.)	<input type="checkbox"/> Oct 26, 2010	Oct 15 (5:00 p.m.)
<input checked="" type="checkbox"/> June 8, 2010	May 28 (5:00 p.m.)	<input type="checkbox"/> Aug 24 2010*	Aug 13 (5:00 p.m.)	<input type="checkbox"/> Nov 9, 2010	Oct 29 (5:00p.m.)
<input type="checkbox"/> June 22, 2010	June 11 (5:00 p.m.)	<input type="checkbox"/> Sept 14, 2010	Sept 3 (5:00 p.m.)	<input type="checkbox"/> Nov 23, 2010	Nov 12 (5:00p.m.)
<input type="checkbox"/> July 13, 2010	June 2 (5:00 p.m.)	<input type="checkbox"/> Oct 12, 2010	Oct 1 (5:00p.m.)	<input type="checkbox"/> Dec 14, 2010	Dec 3 (5:00p.m.)

* Subject to change

NATURE OF AGENDA ITEM

- | | | |
|---|--|--|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Resolution | <input type="checkbox"/> Manager's Report |
| <input type="checkbox"/> Public Safety Report | <input type="checkbox"/> Quasi Judicial | <input type="checkbox"/> Attorney's Report |
| <input type="checkbox"/> Consent Agenda | <input checked="" type="checkbox"/> Old Business | <input type="checkbox"/> Other |
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> New Business | |

SUBJECT TITLE: TOWN MANAGER SELECTION PROCESS**EXPLANATION:** Review of draft position profile and salary information.**RECOMMENDATION:****EXHIBITS:** Draft position profile
2010 PEPIC salary survey results for government CEOs/City Managers**FISCAL IMPACT AND APPROPRIATION OF FUNDS:**

- | | |
|---|--|
| <input type="checkbox"/> Amount \$ _____ | <input type="checkbox"/> Acct # _____ |
| <input type="checkbox"/> Transfer of funds required | <input type="checkbox"/> From Acct # _____ |
| <input type="checkbox"/> Bid | <input type="checkbox"/> Grant <input type="checkbox"/> Amount represents matching funds |

Town Attorney review required

☐ Yes ☐ No

Town Manager's Initials: _____

5/4/2010

**Town of Lauderdale-By-The-Sea
4501 Ocean Drive
Lauderdale-By-The-Sea, Florida 33308-3610**

Memorandum

Date: June 4, 2010

To: Mayor Roseann Minnet, Vice Mayor Stuart Dodd,
Commissioner Birute Ann Clotney,
Commissioner Scot Sasser, Commissioner Chris Vincent

From: Steve d'Oliveira / Public Information Officer *SD*

Subject: Town Manager Position Profile

Per your request at the last Commission Roundtable meeting, attached is the Position Profile I created for the Town Manager position the Town is currently seeking to fill.

This is not a final document. It can be edited and changed per your direction.

TOWN MANAGER POSITION PROFILE

TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA

The Town of Lauderdale-By-The-Sea is located between the Atlantic Ocean and the Intracoastal Waterway just north of Fort Lauderdale, our biggest municipal neighbor. Primarily a residential community with a charming, low-rise downtown commercial district, the Town has 5,800 permanent residents (our winter population swells to more than 12,000 when the tourists and snowbirds visit).

The Town has 33 full-time employees and an annual All-Funds Budget of \$15.5 million. The Town provides a wide range of municipal services to its residents. Police, fire and EMS are provided through separate contracts with the Broward Sheriff's Office, the Volunteer Fire Department and American Medical Response.

The Town is seeking a highly-professional and experienced Town Manager who holds a graduate degree with a "concentration in public administration, public affairs, public policy or public finance." Under our Town Charter, the Manager must possess at least two years experience as an appointed City or County manager, or at least four years experience as an assistant or deputy manager.

The Town Commission desires a Town Manager who believes in and practices government transparency. The Manager must be an excellent communicator and consensus-builder who can interact on a personable level with elected officials, staff, residents and the business community. Communication and teamwork are important (the Town has gone through a recent period of political turmoil). Town elections are held every two years. Experience managing a small Town is a plus.

The ideal candidate will possess old-fashioned beliefs in strong customer service, fresh ideas about how to best update our technology and the ability to analyze, develop and mentor staff as we implement more modern professional standards, a task now being undertaken by our Interim Town Manager. Florida city government experience and a thorough understanding of Florida statutes as they apply to Town government is highly-desired. It's also important to understand our unique planning and zoning issues as a seaside community that has fought to keep huge condos from overtaking its downtown beachfront.

A strong understanding of personnel, finance, contract negotiations and public safety issues is required. A sense of fairness in dealing with various Town stakeholders is also desired, as is the ability to assess how the Town can address its future needs and goals in today's challenging economic environment.

The Town Manager's salary will range from \$1xx,xxx - \$1xx,xxx. Benefits are comparable with other municipalities. If you can meet the challenges this job presents, please send your resume, cover letter, salary history and references to:

June White

From: Connie Hoffmann
Sent: Wednesday, June 02, 2010 10:17 AM
To: Scot Sasser; Roseann Minnet; Chris Vincent; Stuart Dodd; Birute Ann Clotney
Cc: June White
Subject: PEPIE SURVEY OF CITY MANAGER SALARIES

Attachments: 2010 PEPIE SURVEY CEO OR CITY MGR RESULTS.xls

Attached are the 2010 PEPIE survey results for government chief executive officers salaries in Broward and Palm Beach Counties. You will see that 44 agencies participate, but many cities do not. However, it is information that you may find helpful in your discussion of the salary range for the Town Manager.

The Florida League of Cities is only now conducting their 2010 salary survey. I will contact them for the 2009 survey results & forward them to you when it is received. (If one of you has already done that, please advise me so I don't duplicate efforts.) Connie

June,
Please add this as an exhibit to the item on the Commission discussion of Permanent Town Manager Selection Process. CH

6/2/2010

Agency/City/County Manager

Employer	Your Title	FLSA Status	Supv. Level	Check box if Aver. Actual Salary Includes Longevity								*	Reports to
				Minimum	Midpoint		%-tile	Maximum	# of Dept. Emp.	Total Budget	Average Actual Salary		
Palm Beach County Children's Services Counsel	Chief Executive Officer	E	A	\$151,079	\$215,288	8	100%	\$279,496	1		\$219,789		A
Palm Beach County Sherriff's Office	Sheriff	E	A	\$164,719	\$164,719	7	88%	\$164,719	3783	\$84,766,711	\$164,719		Board of County Commissioners
City of Lake Worth	City Manager	E	A	\$129,355	\$158,454	6	75%	\$187,554	3	\$630,329	\$150,010		CITY COMMISSION
Palm Beach County Clerk of the Circuit Court	Clerk & Comptroller	E	A	\$156,123	\$156,123	5	63%	\$156,123	740	\$63,905,464	\$156,123		
City of Delray Beach		E	A	\$117,437	\$152,668	4	50%	\$187,899		\$518,620	\$165,235		City Commission
Broward County Housing Authority	Chief Executive Officer (CEO)	NE	A	\$114,168	\$148,419	3	38%	\$182,669	2	\$79 Million	\$169,458		Board of Commissioners
Village of Tequesta	Village Manager	E	A	\$90,567	\$117,736	2	25%	\$144,905	2	\$2,906,035	\$150,838		Village Council
City of Plantation	Mayor	E	A	\$15,000	\$82,500	1	13%	\$150,000	11	\$1,242,000	\$117,221		
Palm Beach County	County Administrator	E	A	contractual				contractual	12	\$1,940,997	\$251,592		BCC
City of Fort Lauderdale	City Manager	E	A	No Formal Range					18	\$601 million	\$230,090		Mayor/City Commission
City of Boca Raton	City Manager	E	A							\$3,377,600	\$222,280		
Village of Royal Palm Beach	Village Manager	E	A	contract					4.5	\$664,977	\$214,568		Mayor & Council
City of Hallandale Beach	City Manager	E	A	N/A				N/A	1	96.8 Million	\$212,389		City Commission
City of West Palm Beach	City Administrator	E	A						6	\$1,575,654	\$210,140		Mayor
City of Miramar	City Manager	E	A	contract				contract	2	\$454,300	\$208,832		City Commission
City of Coral Springs	City Manager*	E	A	N/A					15.5	\$2,252,252	\$204,374		City Commission
South Florida Water Management District	EXECUTIVE DIRECTOR	E	A	contractual					1802	\$1.5B	\$202,821		GOVERNING BOARD
City of Tamarac	City Manager	E	A						12	\$1,812,320	\$201,714		City Commission
City of Hollywood	City Manager	E	A	D.O.O.					11	\$816,229	\$201,115		Mayor & Commission
City of Sunrise	City Manager	E	A						6	\$1,122,833	\$196,701		City Commission
City of Coconut Creek	City Manager	E	A	Contracted				Contracted	11	\$1,441,790	\$196,656		City Commission
Town of Palm Beach	Town Manager	E	A	Contract					13	\$3,487,200	\$195,766		Town Council
City of Palm Beach Gardens	City Manager	E	A	CONTRACTUAL					4	\$673,293	\$193,965		City Council
Village of Wellington	Village Manager	E	A						3	\$83 million	\$189,280		Council

Town of Davie	Town Administrator	E	A	Contract				10	\$1,990,594	\$177,022	Town Council
Solid Waste Authority	Executive Director	E	A					1		\$175,884	PBC Commissioners
City of Pompano Beach	CITY MANAGER	E	A					6	\$893,353	\$175,000	COMMISSIONERS
City of Lauderhill	City Manager	E	A	Per contract				20	\$3,293,749	\$172,646	Commission
City of Boynton Beach	City Manager	E	A	Contractual			Contractual	11	\$609,667	\$168,299	City Commission
Town of Jupiter	Town Manager	E	A	contract			contract	4		\$166,000	Town Council
City of Parkland	City Manager	E	A					3	\$366,354	\$163,894	City Commission
City of Greenacres	CITY MANAGER	E	A					14*	\$1,559,302	\$161,342	MAYOR & COUNCIL
City of Riviera Beach	CITY MANAGER	E	A	Contractual				23	\$890,500	\$160,500	City Council
Palm Beach County Appraisers Office	Property Appraiser	E	A					266	\$24,351,444	\$156,123	Elected Official
City of Deerfield Beach	City Manager	E	A	Contract				3	\$633,026	\$150,077	City Commission
Town of Lake Park	Town Manager	E	A	Contract Employee				3	\$146,290	\$146,286	Town Commission
City of North Lauderdale	City Manager	E	A	Contractual				2	\$611,189	\$143,170	Commission
City of Lauderdale Lakes	City Manager	E	A	GOVERNED BY CONTRACT				5	\$775,355	\$141,315	Mayor/Commission
Town of Lantana	Town Manager	E	A	Contractual			Contractual	2		\$97,477	Town Council

	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Average:	\$117,306	\$149,488	\$181,671
3rd Quartile:	\$152,340	\$160,021	\$187,640
1st Quartile:	\$108,268	\$140,748	\$154,592
Median:	\$123,396	\$154,396	\$173,694

Actual Salary Results

3rd Quartile:	\$202,268	Simple Average:	\$178,993
1st Quartile:	\$158,312		